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SEP [redacted]

All Activities Located in Tempo I, J, K,
and L Buildings
Chief of Procurement

Revised Schedule for Building Supply Rooms Located in 2063 Tempo I and 2031 Tempo L Buildings

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1. In accordance with Central Intelligence Agency Notice No. [redacted] dated 19 July 1951, Subject: Conservation and Utilization of Manpower in the Federal Government, one storekeeper will be utilized to maintain the two Building Supply Rooms now located in 2063 Tempo I and 2031 Tempo L Buildings.

2. This arrangement will necessitate a change in the hours for which each supply room is open for issuing supplies; therefore, effective 8 October 1951 the following schedule is established:

Building Supply Room	Period Open
2063 Tempo I	1:00 p.m. - 4:00 p.m.
2031 Tempo L	9:00 a.m. - 12:00 noon

3. It is recommended that requests for expendable supplies be consolidated and one individual in each Branch or Section be appointed to obtain same from the supply room.

4. Emergency requests for expendable supplies required during the period of time for which supply rooms are closed will be directed to the Building Supply Officer concerned. Mr. [redacted], Room No. 2061 Tempo I, extension 2820, for Tempo I and J Buildings and Mr. [redacted] Room No. 1355 Tempo L, extension 2507, for Tempo K and L Buildings.

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ANDREW K. VAN ESSO

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